

**CITY OF EL PASO, TEXAS
AGENDA ITEM
DEPARTMENT HEAD'S SUMMARY FORM**

DEPARTMENT: Environmental Services

AGENDA DATE: February 23, 2010

CONTACT PERSON/PHONE: Ellen Smyth – Director, Environmental Services (915) 621-6719
Terrence Freiburg – Purchasing Manager (915) 541-4313

DISTRICT(S) AFFECTED: All

SUBJECT:

APPROVE a resolution / ordinance / lease to do what? OR AUTHORIZE the City Manager to do what? Be descriptive of what we want Council to approve. Include \$ amount if applicable.

Authorize a Change Order for: Sole Source Contract #2008-171 Accela Software Products, Licensing, Maintenance and Service
To: Accela, Inc.
Expenditures: \$447,000.00

BACKGROUND / DISCUSSION:

Discussion of the what, why, where, when, and how to enable Council to have reasonably complete description of the contemplated action. This should include attachment of bid tabulation, or ordinance or resolution if appropriate. What are the benefits to the City of this action? What are the citizen concerns?

The Environmental Services Department is recommending the authorization of the above Change Order. Under the new direction of the County IT the original decision to use Oracle as the database platform has been revisited. As a result, the City has decided the overall cost of maintenance and support of Oracle outweighs the cost of changing to SQL Server. It has been decided that the Accela Automation database platform will be changed to SQL Server immediately. With this change and the timing of this switch, the project schedule has also been changed from Dec, 2010 to Jan, 2011.

PRIOR COUNCIL ACTION:

Has the Council previously considered this item or a closely related one?

Yes. Sole Source 2008-171 was awarded on March 25, 2008.

AMOUNT AND SOURCE OF FUNDING:

How will this item be funded? Has the item been budgeted? If so, identify funding source by account numbers and description of account. Does it require a budget transfer?

Department: Environmental Services
Amount: \$447,000.00
Funds Available: 34010289 – 508010 – 40403
Funds Source: Data Processing Equipment

BOARD / COMMISSION ACTION:

Enter appropriate comments or N/A

N/A.

*****REQUIRED AUTHORIZATION*****

DEPARTMENT HEAD:

(If Department Head Summary Form is initiated by Purchasing, client department should also sign)

Information copy to appropriate Deputy City Manager


PROJECT FORM

FINANCIAL SERVICES DEPARTMENT, PURCHASING DIVISION

DATE: February 16, 2010

TO: Municipal Clerk

FROM: Terrence Freiburg
Purchasing Manager, ext. 4313

Edward Hyatt 
Administrative Analyst, ext. 4315

Please place the following item on the **CONSENT** Agenda for the Council Meeting of Tuesday, **February 23, 2010.**

Item should read as follows:

Request that the Purchasing Manager for Financial Services, Purchasing Division, be authorized to issue a Purchase Order for a Change Order referencing Sole Source Contract 2008-171 (Accela Software Products, Licensing, Maintenance and Service) with Accela, Inc. to switch the City's database platform from Oracle to SQL Server. This Purchase Order is pursuant to the provisions of an award approved by City Council on March 25, 2008.

| | |
|---------------|---------------------------|
| Department: | Environmental Services |
| Amount: | \$447,000.00 |
| Funds Source: | Data processing Equipment |
| District (s): | All |

Municipal Clerk's Use

ITEM NO. _____

cc: BID FILE

MOTION
MARCH 25, 2008

Motion made by Representative Lilly, seconded by Representative O'Rourke, and unanimously carried to **AUTHORIZE** the City Manager to sign the license, services and maintenance agreements and related documents with Accela, Inc. and the Purchasing Manager, Financial Services, Purchasing Division, be authorized to issue a Purchase Order to Accela to upgrade and enhance the permitting, licensing and code enforcement software currently used by the City of El Paso. Accela, Inc. is the sole source for licensing, maintenance and service of Accela software products.

| | |
|------------------------|---|
| Department: | Environmental Service |
| Account No.: | 34010289 – 508010 – 40403 (\$233,438 Contingency Amount) |
| Funding Source: | Data Processing Equipment |
| Financed Amount: | \$3,985,756.60 (\$797,151.32 annually for 5 years) |
| Total Estimated Award: | \$4,219,194.60 (5-year total) \$2,084,776 (Maintenance years 6-10) |
| Sole Source No.: | 2008-171 |

AYES: Representatives Lilly, Byrd, Castro, Quintana, Holguin, Ortega, and O'Rourke
NAYS: None
NOT PRESENT FOR THE VOTE: None

Richarda Duffy Momsen, City Clerk

Change Order

Agency: El Paso, TX

CO #: 01

Project: AA Implementation

Date: 2/7/2010

Project Code: ELPA1AAUPG_S

Date:

Amendment #:

Date:

Lease Agreement #:

SOW #: El Paso TX SOW_031808

Initiating Department: Accela Services/TruePoint Solutions

Initiated By: Paula Montoya

Change Category: ☐ Product ☒ Project ☐ ContractPriority: ☒ High/Critical ☐ Medium ☐ Low

Under the new direction of the County IT the original decision to use Oracle as the database platform has been revisited. As a result, the City has decided the overall cost of maintenance and support of Oracle outweighs the cost of changing to SQL Server. It has been decided that the Accela Automation database platform will be changed to SQL Server immediately. With this change and the timing of this switch, the project schedule has also been changed from Dec, 2010 to Jan, 2011

The additional services provided in this change order will be provided at the established service rates for the contract of \$175. TruePoint will provide 2,480 additional hours of "Additional Business Consulting", of which eighty (80) hours were added to the estimate to include additional Engineering configuration. Furthermore additional expenses will be incurred as a result of the extended project timeline, estimated at \$13,000. The total cost of this change order will be \$447,000.

This change order increases the;

- Total hours for services under this contract from 7,936 to 10,416.
- Total services amount in the contract from \$1,400,560 to \$1,834,560
- Total expense budget from \$120,000 to \$133,000

The additional services provided by this change order will be billed monthly as incurred after the original services budget is expended.

This Change Order will also consolidate all service activities into to separate tasks and rates..

| Task | Rate | Total Hours | Total Cost |
|-------------------|-------|-------------|-------------|
| Senior Consulting | \$185 | 1,176 | \$217,560 |
| Consulting | \$175 | 9,240 | \$1,617,000 |
| | | 10,416 | \$1,834,560 |

| |
|-----------------------|
| DISPOSITION COMMENTS: |
|-----------------------|

Disposition: ☐ Approved ☐ Rejected ☐ Closed ☐ See Comments
Date: _____

Signature and Acceptance

The above Services will be performed in accordance with this Change Order/Work Authorization and the provisions of the Contract for the purchase, modification, and maintenance of the Accela systems. The approval of this Change Order will act as a Work Authorization for Accela and/or Agency to perform work in accordance with this Change Order, including any new payment terms identified in this Change Order. This Change Order takes precedent and supersedes all other documents and discussions regarding this subject matter.

ACCELA

By: _____
(Signature)

(Print Name)

(Title)

Dated: _____

City of El Paso

By: _____
(Signature)

(Print Name)

(Title)

Dated: _____